King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.07.004 – General Training Standards	Approved By:	Director Allen Nance
	Effective Date:	June 18, 2025
	Reviewed By:	PRC
	Review Date:	May 20, 2025

Purpose
To establish the department's position and responsibilities regarding the training and development of employees.

Policy
It is the department's policy to provide ongoing training to employees throughout their career to promote professional and personal development while maintaining adherence to best practices and industry standards.

References

Federal:	Prison Rape Elimination Act (PREA)
RCW:	43.101.220 Training for Corrections Personnel
	43.101.350 Core Training Requirements
WAC:	139-10 Corrections
King County:	Title 3
Department Policies:	1.01.001, Code of Conduct
	1.07.003, Field Training Program
Department Forms:	Training Request and Approval (F-514)

Definitions
Pre-service training: Training provided by the department to newly hired staff. Training may include the County and/or department New Employee Orientation (NEO), Field Training, and training at the Washington State Criminal Justice Training Commission (CJTC) academies.
In-service training: Training provided to each departmental employee during their term of employment as may be required by the County or department, or federal, state, or local law.
Field training: A structured and controlled system used for training and evaluating certain new employees and for ensuring that a standard level of training is administered prior to the employee being able to work independently to cover required posts.

A. General Guidelines
1. Training provided by the Criminal Justice Training Commission (CJTC).
   a. All full-time or part-time corrections officers must successfully complete the

Basic Corrections Officers Academy and physical ability test as prescribed by the CJTC.

1) The academy must be completed within the first six (6) months of employment, unless waived by the CJTC.

b. All full-time or part-time juvenile detention officers must successfully complete the Juvenile Detention Officers Academy and physical ability test as prescribed by the CJTC.
   1) Juvenile detention officers shall attend the Academy as close to their hire date as possible.

c. Supervisors shall ensure new employees are scheduled for all necessary training.

d. All uniform staff who are promoted to a full-time supervisory position shall complete, prior to or within twelve (12) months after such promotion or appointment, the CJTC First Level Supervision course

e. All uniform staff who are promoted to a full-time middle-management position shall complete, within twelve (12) months after such promotion or appointment, the CJTC Middle Management course.

f. All department employees assigned as Field Training Officers (FTOs) shall successfully complete the CJTC Field Training Officer Academy.

g. All department employees assigned as Washington State Certified Defensive Tactics (DT) instructors shall successfully complete DT training as required by the CJTC and any recertification as required.

h. All department employees assigned as Washington State Certified Firearms Instructors shall successfully complete firearms training as required by the CJTC and any recertification, as required.

2. Departmental Training
   a. All department employees shall complete all assigned training.
   b. All department volunteers and contractors shall abide by the Code of Conduct for Contracted Professionals, Agency Program Service Providers and Volunteers with Access to Jail Residents (Adult Facilities) provided with the handouts referenced within to include:
      1) Contraband Information.
      2) MRSA Information.
      3) Prison Rape Elimination Act (PREA) Policy.
      4) King County Non-Discrimination and Anti-Harassment Policy & Procedures
   c. The department shall provide at least 120 hours of pre-service training to all new corrections officers and juvenile detention officers.
      1) Pursuant to County Code 3.13A.060(A), during the initial 120 hours of training, new corrections officer must be assigned to a trainer and will not be available for regular shift assignment. During this initial training attention must be given to the procedures and policies of the County jails.
      2) Use of Force and Defensive Tactics training must be completed during the department NEO if the new officers are going to enter the field training program before attending the academy.
   d. Pre-service training for all employees shall include both the King County and the department defined mandatory NEO. Required sessions of the department's NEO will vary by position.

3. Supervisory and Leadership Training:
   a. All employees who are promoted or hired into a full-time supervisory position shall complete supervisory and/or leadership training as directed by DHR and the department within twelve (12) months.
4. All volunteers and programs service providers shall complete a department security orientation prior to working in department facilities. The department shall ensure all volunteers and contractors, who have contact with residents or detained youths, receive training regarding their responsibilities for prevention, detection, and response to sexual abuse and sexual harassment. The level and type of training will be contingent upon services provided and level of resident or detained youth contact.
5. All full or part-time medical and mental health care practitioners employed by DAJD to work regularly in any DAJD secured detention facility must complete the training required by PREA as assigned, to include specialized training required by PREA standard 115.35.
6. All requests for training shall be submitted on a Training Request and Approval (F-514) form to the Training Unit via the Chain of Command.
7. Department Training Equipment:
   a. The removal and use of any department training equipment, for training not hosted or conducted through the department, must be approved by the division commander, division director, or their designee.
8. Information Bulletin Training Announcements:
   a. Employees shall be notified of all applicable training via an information bulletin.
   b. The bulletin shall include:
      1) Date, time, and location of training.
      2) Personnel required to complete and/or attend training.
      3) Sign-up time frame.
      4) Appropriate equipment and dress for training.
   c. Employees failing to sign up for training during the designated timeframe shall be scheduled by the training unit. The employee shall also submit an officer's report, memo, or staff report (Juvenile Division) through their chain of command explaining the circumstances.
      1) Repeated failures to sign up for training during the designated timeframe may result in corrective or disciplinary action.
      2) The Training Unit shall coordinate with instructors to assign a date and time to attend a training make up for any missed training.
   d. Employees failing to report for training with the required equipment and dress indicated in the bulletin may not be allowed to participate by the instructors conducting the training.

B. Procedures

1. The Training Unit shall:
   a. Maintain files of employee training information.
   b. Schedule field training for new corrections officers and customer service specialists and notify the FTO and their supervisor.
      1) Schedule department NEO.
      2) Submit applications for CJTC-required training and outside vendors as detailed in training announcements.
      3) Provide materials and other resources to instructors for conducting classes.

2. The captain supervising the training unit shall:
   a. Manage and schedule training related to force trainings.
   b. Develop budget proposals related to training.
   c. Ensure DT, Firearm, and other instructors receive the appropriate and required training.
   d. Develop and/or ensure the curriculum utilized is revised, as needed.
   e. Ensure the Training Unit receives a copy of signed rosters and curriculum utilized for classes.
3. Instructors shall:
   a. Notify their direct supervisor and the Training Unit if they are unable to attend scheduled training (with as much notice as possible).
4. Employees attending training outside of the department shall:
   a. Ensure they have submitted a Training Request and Approval form and received authorization to attend the training.
      1) Complete and submit any forms related to training and/or travel requests in a timely manner to designated administrative staff.
   b. Provide the Training Unit proof of attendance and successful completion of training within five (5) business days of attending the training.
5. Designated Juvenile Division Corrections Supervisors shall:
   a. Schedule field training for new juvenile detention officers.
6. Online Training:
   a. Employees shall be notified of all applicable online training via information bulletin announcement.
   b. The bulletin shall have a required completion of training date.
   c. Failure to complete training by the completion date shall be reported to the division major/assistant division director/chief of operations by the Training Unit, via the chain of command.
      1) Employees shall be required to submit an Officers Report, memo, or Staff Report (Juvenile Division) through their chain of command indicating the reason for failure to complete training.
      2) Unexcused failure or completion of training and online training may result in corrective or disciplinary action.
      3) Employees shall be required to complete a makeup test as assigned for missed training.
         a) The makeup test shall be completed within a designated two-week period to be determined by the training unit.
         b) Failure to complete a makeup test shall require an additional Officer's Report/Memo or Staff Report (Juvenile Division) and may result in corrective or disciplinary action.
7. Instructor Led Training:
   a. Employees shall be notified of all applicable instructor-led training via bulletin announcement.
   b. Employees shall fully participate in training.
      1) Employees shall immediately notify their supervisor and Training Unit if they are unable to attend scheduled training and submit an officer's report, memo, or staff report (Juvenile Division) through their chain of command explaining the circumstances.
      2) Failure to fully participate or meet minimum requirements may result in

failure of training and require additional or remedial training.
3) Employees shall sign attendance rosters as proof of attending training.

c. Instructors shall:
1) Verify the training roster and forward it to the Training Unit.
2) Immediately report any injuries to a supervisor.
3) Notify the administrative captain of any injuries, failures to complete or fully participate in training, or other incidents.

8. ACCESS/WACIC Training:
a. Employees required to complete online WSP ACCESS/WACIC training to maintain certification for access to Criminal Justice Information shall be notified via email.
b. The notification shall include instructions for accessing the training and a due date of completion.
c. Failure to complete the ACCESS/WACIC training by the completion date shall result in:
1) Restricted or limited facility access.
2) Notification via the chain of command to the division major/deputy division director/chief of operations.
3) Notification from the ACCESS/WACIC TAC officer to the Washington State Patrol (WSP) informing them of the employee's failure to complete training for certification.
4) Notification from the ACCESS/WACIC TAC officer to the employee that they shall not log on to computers which have access to CJI.
a) Any attempts to make an inquiry through ACCESS while the employee is not certified may result in the WSP terminating the employee's access.
5) Employees shall be required to submit an Officer's Report/Memo or Staff Report (Juvenile Division) through their chain of command indicating the reason for their failure to complete the training.
a) Unexcused failure to complete training may result in corrective or disciplinary action.
6) Employees who have expired ACCESS certification are required by the WSP to complete a mandatory ACCESS training class for re-certification.
a) Employees must complete a Remedial ACCESS Security Online Training as required by the WSP, before attending an ACCESS certification class.